

TO: Personnel Office  
Training and Development Division  
MSFC Cooperative Education Office/CM21  
Marshall Space Flight Center, AL 35812

FROM:

First Name	Middle Initial	Last Name
Street Address		Apartment Number
City	State	Zip Code
Area Code	Home Phone Number	

SUBJECT: Acknowledgment of Employment Offer

SECTION A - Complete only this section if you have decided to accept MSFC's employment offer.

☐

I accept MSFC's offer of employment. I can report for duty on \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You will have to provide proof of graduation on the date you have indicated above. You will not be allowed to start work without acceptable proof of graduation. Acceptable proof of graduation is an official transcript (showing degree received, major, and date degree conferred).

☐

You must meet the conditions of the Office of Personnel Management's Superior Academic Achievement Provision. **A description of this provision is stated on the reverse of this form.** An official transcript or letter from your school's registrar is required to show proof of satisfying one of the requirements stated.

SECTION B - Complete this section and section C (optional) if you have decided to decline MSFC's employment offer. You must complete this section to effectively resign from the MSFC Cooperative Education Program.

☐

I do not accept MSFC's offer of employment because:

_____
_____
_____

I hereby resign from the Cooperative Education Program effective: \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SECTION C - If you accept employment elsewhere, please provide the information listed below to assist the Co-op Office in maintaining statistical data relevant to special salary decisions. Please note that providing this information is optional.

Name of Company/Agency: \_\_\_\_\_

Location: \_\_\_\_\_  
City State

Salary: \_\_\_\_\_ per year.

The *Superior Academic Achievement Provision* is as follows:

1. Standing in the upper third of the class based on completed college work at the time of graduation. This is the upper third of the class in the college or university or major subdivision (e.g., school of engineering, school of business administration).
2. College grade average of "B" (2.90 of a possible 4.0) or better (or equivalent) in either:
  - a. The average of all completed college courses at the time of graduation, or
  - b. The average of all college courses completed during the last two years of the undergraduate curriculum.
3. College grade average B+ (3.5) or better (or equivalent) in major field where such field is fully qualifying and directly applicable to the specialty field of the position to be filled. This is either:
  - a. The average of completed courses in the major field at time of graduation, or
  - b. The average of college courses completed in the major field during the last two years of the undergraduate program.
4. Election to membership in one of the national honorary societies (other than freshman societies) that meet the requirements of the Association of College Honor Societies.

The Marshall Space Flight Center is an Equal Opportunity Employer